

CITY OF DUBLIN

California



INVITES APPLICATIONS FOR THE POSITION OF

Financial Analyst

APPLY ONLINE AT WWW.CALOPPS.ORG

FILING DEADLINE

Monday, May 18, 2015 @ 5:00 PM

SALARY

\$7,880 – \$9,850 per month

THE POSITION

Under administrative direction, the Financial Analyst performs highly responsible, specialized financial analysis and manages complex financial processes in a variety of program areas. In addition, the incumbent provides highly complex staff assistance to the Director of Administrative Services; manages the preparation of analytical studies of financial, administrative, and/or operational issues; demonstrates a full understanding of all applicable policies, procedures, laws and work methods associated with assigned duties; trains and supervises administrative and support positions as applicable; and act as the City's representative to internal and external community advisory bodies involved within assigned program areas.

EXAMPLES OF DUTIES

- Effectively manages and delivers the assigned financial operations/analyses with accurate, sound, and timely accounting, and produces reliable financial and statistical information.
- Effectively and efficiently manages complex databases for providing useful information for management decision making.
- Research and prepare technical and administrative reports, prepare written correspondence and manage assigned special projects.
- Develop and conduct studies, needs assessment, research and financial analyses; research and analyze contracts and programs of assigned area.
- Conducts studies on organizational, administrative and operational issues; reviews and analyze processes, procedures and work methods; analyzes legislation; develops funding proposals; policy alternatives and

strategies; prepares and presents reports and recommendations; demonstrates an understanding of applicable policies, procedures and work methods of areas of assigned responsibility.

- Evaluates Departmental activities and work programs, workload indications, budget trends and related elements and recommends appropriate actions with respect to the areas of assigned responsibility.
- Monitors revenues and expenditures requests during the fiscal year, provides continual maintenance of the long-term forecast.
- Assists Director of Administrative Services in preparing reports to the City Council, other outside agencies, and internal staff.
- Directs, oversees and coordinates multiple projects and meet critical deadlines.
- Establishes positive working relationships with representatives of State/local agencies and associations, City management, City staff and the public.
- Performs other related duties as required.

QUALIFICATIONS

1. Education: Equivalent to a Bachelor's degree from an accredited college or university with major course work in public or business administration, finance, communications, or a closely related field. A Master's degree is preferred.
2. Experience: Four years of responsible professional level analytical and/or operations experience in financial, fiscal or quantitative work in municipal government or related field. Supervisory and/or lead experience is desirable.
3. Licenses, Certificates and Special Requirements: Possession of a valid California Class C Drivers' License and Certificate of Automobile Insurance for Personal Liability.

KNOWLEDGE OF

- Principles, practices and methods of administrative, financial, and organizational analysis; public administration policies and procedures.
- Financial management including the structure of government finance, and principles in fund budgeting and/or accounting.
- Principles and practices of program analysis.
- Financial forecasting, database development and/or use, report preparation, research methods, general economic principles, and statistical concepts and methods.
- Statistical methodology, research techniques and procedures.
- Effective techniques and methods of leadership and supervision.
- Methods of technical and analytical report preparation and presentation.
- Modern office practices, procedures, methods and equipment.
- Customer service skills.

ABILITY TO

- Analyze and interpret complex financial, operational, and organizational problems and develop appropriate alternative solutions; prepare complex financial/statistical reports and analyses.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement solutions to budgetary needs and problems.
- Consult effectively with management and staff, and representatives of various public and private agencies.

- Learn, interpret and analyze laws, rules and regulations pertaining to local governmental operations and program areas of responsibility.
- Utilize computerized spreadsheets, databases, research tools, and a variety of office software applications.
- Communicate clearly and effectively, both orally and in writing.
- Learn interpret, and analyze and apply Federal, State and local City laws, rules, regulations, ordinances, codes, procedures, and practices.
- Maintain confidential information; establish and maintain accurate records.
- Learn and operate modern office equipment including specialized computer software programs for use on the job.
- Work a flexible schedule including evening and weekend hours.

BENEFITS

The City of Dublin offers an attractive salary compensation and benefits plan in a professional, growth-oriented environment. The salary range for the **FINANCIAL ANALYST** position is **\$7,880 – \$9,850** per month. The following benefits will complete the compensation package:

- Classic CalPERS Members – 2.7%@55; EPMC 0%; 3.95% Cost Sharing; Single Highest Year
- New CalPERS Members Tier effective 1/1/13 – 2.0%@62; 3-Year Final Avg. Compensation
- Pay-for-Performance system available
- Choice of medical plans through PERS with the City contributing up to 1,426.83 per month
- Post-retirement medical benefits; vesting requirement
- City-paid full family dental insurance
- City-paid single vision plan; optional family coverage
- IRS Section 125 plan/\$900 annual account seed money
- City-paid \$50,000 term life insurance
- City-paid long-term disability insurance
- Employee Assistance Plan
- Education reimbursement program
- Thirteen paid holidays (including one floating holiday) per year
- Administrative Time Off – 40 hours of administrative leave annually, with the option of being paid for up to 20 hours
- Approximately 22 days per year of General Leave in lieu of traditional sick & vacation leave; increases with longevity

In addition to the above benefits, the City offers voluntary participation in a deferred compensation program, short-term disability program, supplemental life insurance, Dependent Care Assistance program and a credit union. The City of Dublin does not participate in the Social Security system except for a mandatory Medicare.

ABOUT THE DEPARTMENT

The City's Administrative Services Department is comprised of two Divisions: The Finance Division performs all finance related functions including: accounts payable, accounts receivable, treasury, budget, payroll, purchasing, management of the collection of development related fees, and maintenance of other related City financial records. The Information Technology Division oversees the operation and maintenance of the City's individual computer systems and computer and telephone network, and provides computer support and Geographic Information Systems (GIS) support to all City Staff.

ABOUT THE CITY

The City of Dublin is located in eastern Alameda County, approximately 35 miles southeast of San Francisco. The City was incorporated in 1982 with a population of 53,462 within 14.59 square miles. Dublin's strategic "crossroad" location at the intersection of Interstate 580 and 680 has made the City freeway close and conveniently accessible to the Bay Area with two BART stations.

COMMITMENT TO COMMUNITY SERVICE

The City of Dublin is continually striving to enhance the services provided to our customers. The City organization is committed to creating a challenging and rewarding environment in which all employees representing the City are motivated to respond to the needs of the City's customers. In setting high standards for ourselves, we take pride in:

- Being a responsive and proactive City team, in touch with the changing needs and expectations of the Dublin community.
- Providing the highest level of quality service in all City programs and activities.
- Promoting a "can do" attitude using common sense along with technical/professional knowledge.
- Being committed to high professional standards. A professional attitude encourages an objective approach to analyses of issues.
- Providing information and resources to our customers in a friendly and helpful manner.

THE SELECTION PROCESS

The best qualified candidates, as determined by an initial screening of applications, will be invited to participate in an interview process which will consist of written and/or oral components. Finalists may be requested to submit personal information necessary to conduct a complete background investigation prior to a final selection by the City.

Candidates who successfully complete the interview process may be placed on an employment eligibility list. This list may be canceled at any time, without notice to candidates. All offers of employment are conditional upon the ability to provide verification of authorization to work in the United States. In addition, positions located in the Parks and/or Police Services Department are subject to a background check, including fingerprinting prior to employment.

EQUAL OPPORTUNITY EMPLOYER

In accordance with Federal and State laws, the City of Dublin does not discriminate on the basis of race, religion, color, national origin, ancestry, handicap, disability, medical condition, marital status, sex, or age.

HOW TO APPLY

Apply online at www.CalOpps.org. Once there, click on "**Member Agencies**," "**City of Dublin**," then on "**Financial Analyst**," and "**Apply Now**." Applications must be received by 5:00 p.m. on Monday, May 18, 2015. No faxed or e-mailed applications or postmarks will be accepted.

THIS ANNOUNCEMENT is meant only as a general description guide and is subject to change. The information contained herein does not constitute an expressed or implied contract of employment and these provisions are subject to change.

SUPPLEMENTAL QUESTIONNAIRE

In order to continue in the City's recruitment process, you are required to respond/complete the following Supplemental Questions online:

1. Please consider the most complex financial analysis or large data analysis you have worked on. Describe the project and your role.
2. Describe an important recommendation you recently made to your supervisor/executive manager based on financial analysis you performed.
3. Describe your experience with financial computer systems. What software applications are you proficient in using?